

BALTIMORE COUNTY, BOARD OF EDUCATION

DIVISION OF ADMINISTRATION AND SPECIAL SERVICES,  
Psychological Services ✓

x

1. CASE FOLDERS

Size: Letter size

Dates: 1950 - -

Quantity: 32 file drawers, 1 transfile

File Arrangement: By name of pupil

The case folders are prepared for those children requiring adjustment to school environment and contain all or some of the following confidential materials:

Court reports

Interviews

Intelligence tests

Psychological reports

Social Histories

School reports, teacher and principal

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF LAST ENTRY, AND THEN DESTROY.

2. CORRESPONDENCE

Size: Letter size

Dates: 1952 - -

Quantity: 4 file drawers

File Arrangement: By subject

The correspondence files contain papers relating to case studies and psychological investigations; important papers are removed to the Case Folders.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.